



TOWN OF UXBRIDGE
21 South Main Street
Uxbridge, MA 01569-1851
Phone 508-278-8600 Fax 631-237-5422

NOTICE

POSTED: 06/18/2018

NOTICE: 1 Part-Time Job Opening
Hours: 19 Weekly
8:15AM – 1:00PM or 12:00PM – 4:45PM

CLASSIFICATION: Administrative Assistant II/Treasurers Clerk

GRADE: B – Union Position

DIVISION: Treasurer/Collector

REQUIREMENTS: Per Attached Job Description

WAGE \$17.86 regular rate

AVAILABLE: 07/09/2018

APPOINTING AUTHORITY: Town Manager

All interested, qualified candidates should submit a Town of Uxbridge application, along with a letter of interest, resume, and the names of three professional references to Human Resources, Town of Uxbridge, 21 South Main Street, Uxbridge, MA 01569 or email same to HR@uxbridge-ma.gov. Review of resumes will commence immediately, and will continue until a suitable candidate is determined.

Posted: Town Hall, Library, Fire Department, DPW, Council on Aging, Police Station

Union positions must be posted for 10 business days in-house per Article 31 of the SEIU Contract.

The Town of Uxbridge is an Equal Opportunity Employer

Job Description: Administrative Assistant II
Titled: Treasurer's Clerk

Definition:

This is an administrative assistant position that provides financial data entry to both the Treasurer and Collectors offices, as well as deals with the general public to receive in taxes and other payments.

Duties:

- Provides counter support to the Treasurer/Collector's office
- Posts all collection activity in Treasurer's Cash Book and reconciles receipts with accounting department
- Assists customers at Treasurer/Collector's window
- Records and maintains listing of all bounced checks
- Posts tax payments and other receivables
- Other duties as required

Recommended Minimum Qualifications:

Education and Experience

- High school graduate with bookkeeping and office experience.
- One or more years of experience in a municipal setting. Experience with computerized accounting systems preferred; direct experience with Vadar systems strongly preferred.
- Knowledge and experience with Word, Excel, or other municipal software

Knowledge, Ability, Skill

- Ability to deal appropriately with Town employees, officials and the general public
- Ability to maintain accurate records
- Must be bondable in an amount determined by the Treasurer/Collector
- Average physical effort required to perform duties under typical office conditions
- Must possess interpersonal skills to interact with town employees, governmental agencies, and the general public
- Must be able to maintain confidentiality as position has access to employee personnel records and department oriented information